

City of San José
CLASS SPECIFICATION

TITLE: RISK MANAGER (1265)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Finance	Division Manager	Exempt

CLASS SUMMARY

Under general direction, plans, organizes and coordinates a comprehensive risk management program with the objective of conserving human, financial, physical and natural assets against the effects of loss; recommends strategies for protecting the City against all financial exposures and risks, including insurance or budget assumption of risk; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single position classification reports to the Purchasing Division Manager, Finance Department. The incumbent administers the City's risk and loss control function, in coordination and liaison with the City Attorney, City budget staff, insurance industry professionals and outside legal professionals.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Bachelor's Degree from an accredited college or university in public or business administration, insurance finance, risk management or a closely related field; and six (6) years of progressively responsible in a risk management, safety loss control, or general liability insurance program, including two (2) years with supervisory and management authority over staff, and financial responsibility within the program area or division.

Required Licensing (such as driver's license, certifications, etc.)

Associate in Risk Management certification

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

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Knowledge of :

- Principles and practices of comprehensive risk management including loss prevention and control and the financing and insuring of risk.
- Legal and administrative requirements for implementation and administration of fully-insured and self-insured programs.
- General and auto liability public entity claims administration.
- OSHA requirements regarding workplace safety and reporting.
- Contract law as it applies to general liability, bodily injury and claims adjustment.
- Insurance company policies and procedures regarding claims and reserves; claim analysis; adjustment techniques for municipalities.
- Injury and damage claim investigation; principles and procedures of accident prevention.

Skill in:

- Use of modern office equipment including computers, and computer applications and software.

Ability to:

- Effectively plan, organize, conduct and coordinate a comprehensive risk management program.
- Organize and supervise assigned departmental functions.
- Interpret and analyze state, federal and local laws and regulations related to risk management.
- Interpret and analyze information including insurance policies, legal documents and reports pertaining to insurances, claims, loss exposure, and coverage.
- Draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters.
- Set priorities, meet deadlines and make sound decisions.
- Establish and maintain effective working relationships with employees, other agencies, service providers, and the general public.
- Supervise, train and evaluate assigned staff.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of the City's experience with liability.
- Knowledge of the City's self insurance program.
- Ability to develop realistic loss prevention programs.
- Ability to represent the City in dealing with state or federal agencies regarding liability insurance issues.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE- QUENCY*
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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Develops, administers and advises all City departments on an integrated loss control program for the purpose of identifying, evaluating and reducing risks and liability from all sources.	
2.	Develops and coordinates systems and procedures for the review of all contracts to minimize risk exposure.	
3.	Evaluates costs and benefits of alternate insurance programs, including self-insurance.	
4.	Directs preparation of insurance specifications, reviews bids and recommends policy purchases.	
5.	Maintains liaison with claims administrators and/or insurance companies in settling claims and in negotiating conditions of policies.	
6.	Monitors and maintains liaison with adjustors, brokers and agents serving the City.	
7.	Manages the City's self-insured programs which may include collision and general liability programs, including coordination of claims adjustment, litigation, and reporting.	
8.	Assists legal counsel in preparation for litigation.	
9.	Determines exposures to be insured and appropriate self insurance retention levels and limits of coverage for measurable loss exposure.	
10.	Ensures solvency of self-insurance programs.	
11.	Maintain statistical record of all losses and prepares reports for distribution to City management.	
12.	Directs preparation of budget for all insurance and risk programs, including direct expenditures, assigned reserves and unassigned reserves.	
13.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 4/12; 1265s001</i>
